



Skyliner Lodge Administrative Assistant

Location: Bend, OR, remote with in-person option

Status: Part-time (3-5 hours/week)

Hours: Flexible

Start Date: June 1, 2026

Reports to: Executive Director

Compensation: \$22.00/hour

About NatureConnect Central Oregon

The mission of NatureConnect Central Oregon is to unite our community to inspire lifelong connections to nature for each child. We focus strongly on equity and inclusion, helping to connect underrepresented communities to impactful experiences in nature. We recognize that not all kids have equal access to the outdoors, and not everyone feels safe and welcome in outdoor spaces. We believe that the health and wellbeing of children, families, and communities improves when all people connect to the outdoors. We are a network of 30+ partners representing education, health care, conservation, and public lands. We believe we are more powerful when we work together as a community.

Position Overview

The Skyliner Lodge Administrative Assistant will coordinate private and youth rentals at Skyliner Lodge. Skyliner Lodge is a historic building nestled in the forest along Tumalo Creek in Deschutes National Forest. The lodge was built in 1937 and has a rich history of supporting outdoor recreation and youth education. NatureConnect Central Oregon began managing operations of Skyliner Lodge in July 2025. The Skyliner Lodge Administrative Assistant will serve as the primary contact for rentals at the lodge.

Job Performance Responsibilities

Skyliner Lodge Private Rental Coordination (80%)

- Respond to rental inquiries in a timely manner, providing accurate information about availability and rental rates, and scheduling tours with caretakers, as needed
- Follow the step-by-step process to secure reservations including updating calendars, sending rental agreements, and providing invoices
- Track approaching reservations including securing rental balances, collecting insurance information, and providing check-in instructions
- Provide excellent and timely customer service, giving accurate information, patience, and respect to all customers
- Maintain transparent and timely communication with the Skyliner Lodge caretakers, updating them on relevant rental details, as needed

Skyliner Lodge Youth Rental Coordination (10%)

- Monitor the reservation calendar and provide reminder emails and access instructions for youth program reservations

- Provide accurate information about the reservation process for youth programs, and support renters through the process, as needed

Other (10%)

- Work to provide feedback on and improve reservation processes with the NCCO Executive Director
- Occasionally schedule maintenance appointments for Skyliner Lodge with vendors
- Occasionally visit Skyliner Lodge to support rental or operations needs
- Fulfill other related duties as assigned

Required Qualifications

- Interest in the mission of NatureConnect Central Oregon
- High School Diploma or equivalent
- 2 years of work experience in a customer service or administrative role
- Ability to perform all of the essential responsibilities of the job with or without reasonable accommodation
- A pre-employment or post-hire background screening and criminal history check

Required Skills

- Strong communication skills and the ability to communicate over the phone, email, and in person with clients, employees, and the general public using tact, courtesy and good judgment
- Knowledge and experience using email and Google Suite programs
- Ability to work with accuracy and attention to detail
- Ability to establish and maintain effective working relationships with others
- Ability to accurately maintain files, records, correspondence, etc
- Ability to work independently and exercise sound decision-making

Compensation

\$22.00/hour, 3% annual tenure-based pay raise (maximum wage: \$27.50/hour)

Benefits

- 401k with up to 4% employer match after 6 months of employment
- Paid sick leave (0.05 hours of paid sick leave for every hour worked)
- 10 paid holidays after 6 months of continuous employment. Holiday pay is pro-rated based on FTE.